

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF FINANCE AND ADMINISTRATION

JUL 31 2002

MEMORANDUM FOR: Account Holders of VISA Convenience Checks

FROM:

R. J. Dominic

Director Finance Office/Comptroller

SUBJECT:

Update of VISA Convenience Check Policy

VISA checking accounts have been established only for those offices in which it is necessary to operate in a cash environment, and the checks may be used only in the following situations:

1. when a vendor will not accept purchase orders, the Government Purchase Card, or other electronic fund transfer compliant payment methods and therefore requires payment by immediate cash or check;
2. if a vendor does not have the capability to bill the agency;
3. to pay travel advances for international invitational travelers; and
4. for unusual operating conditions that preclude conventional disbursing methods.

VISA checks should be used only when alternative payment methods are not available. The following are examples of past instances in which VISA checks have been issued in violation of policy:

- to vendors who accept credit cards;
- multiple checks on the same day to the same payee;
- to vendors who accept electronic funds transfer payments;
- recurring payments to the same payee;
- payments to Federal agencies and universities; and
- writing a check to oneself.

In instances where checks are issued in violation of policy, it will be necessary to close the VISA checking account.

If you have any questions, please call your servicing finance office.

cc: CFO/MB Chiefs
ASC Finance Division Chiefs
OFA2 - Chuck Kilgore
OFM - Lisa Casias
